

Reclamation Manual

Reclamation Acquisition Regulation System

401 DM Addition to FAR & DIAR

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PART WBR 1404 -- ADMINISTRATIVE MATTERS

WBR 1404.8111

SUBPART WBR 1404.6 -- CONTRACT REPORTING**WBR 1404.602 Federal Procurement Data System.**

Information and instructions on reporting requirements under the Interior Procurement Data System (IPDS) shall be transmitted to contracting offices by AAMS, (D-7800), using electronic transfer or memoranda.

SUBPART WBR 1404.80 -- DISTRIBUTION OF ACQUISITION DOCUMENTS**WBR 1404.8000 Information copies required by Construction Management.**

Information copies of the following documents for acquisitions of construction or construction related supply contracts shall be provided to Construction Management, (D-8160) at the time of regular distribution in the numbers specified below:

(a) Solicitations.

(1) Seven copies (including all amendments) if the specification was prepared without assistance from D-8160; and

(2) 15 copies (or the number of copies requested in the memorandum transmitting D-8160 comments or information) if the specification was prepared with D-8160 assistance.

(b) Abstract of offers.

(1) Five copies if D-8160 was not involved in preparation of the specification; and

(2) 25 copies if the specification was prepared with D-8160 assistance.

(c) Contract. One copy of a completed page (SF 1442, SF 1447, SF 33, or equivalent);

(d) Technical and cost proposal. One copy of the successful offeror's technical and cost proposal (including all revisions made before award) if the contract was awarded using other than sealed bidding procedures and the specification was prepared with D-8160 assistance.

(e) Notice to proceed. One copy of any notice to proceed issued to a construction contractor.

(f) Modifications. One copy if the specification in the basic contract was prepared with D-8160 assistance.

(2) Procurement instruments awarded by Reclamation and numbered in accordance with requirements of the IPDS Reporting Manual (DIAR 1404.601); and

(3) Interagency agreements made pursuant to FAR Subpart 17.5 that are not reportable under the IPDS Reporting Manual.

(b) Instructions for assigning identification numbers for grants and cooperative agreements are contained in Part IV.C.3. of the Reclamation Financial Assistance Directive.

WBR 1404.8110 Requisition numbering.

The uniform requisition number (RN) prescribed in this section shall be used for all requisitions initiated by Reclamation offices (Subpart WBR 1401.70).

WBR 1404.8110-1 Elements of the requisition number.

The RN is a 14-digit number, excluding hyphens, consisting of alpha-numeric characters positioned as illustrated in Appendix A of this Part and identified as follows:

(a) The first two positions shall be the last two digits of the fiscal year in which the RN is assigned.

(b) The third through ninth positions shall be the numeric organizational code (e.g. D88450) of the office initiating the requisition (add zeros to fill in any remaining digits).

(c) The tenth through fourteenth positions shall be a sequentially assigned five-digit identification number beginning with the number "00001" each new fiscal year.

WBR 1404.8111 Procurement instrument numbering.

(a) The uniform procurement instrument identification number (PIIN) prescribed in this section shall be used to identify all Reclamation solicitations and contracts.

(b) The procurement instrument identification number (PIIN), including any prescribed supplementary numbers, shall be placed in --

(1) The spaces provided therefor on the business instrument form to be used, with the major elements separated by dashes (e.g., 1425-96-CP-30-01790); or

(2) The upper right-hand corner of the form if spaces are not otherwise provided; and

(3) The spaces for Item 6, Contract Number, on form DI-1940 or Item 7, Order Number for delivery orders.

SUBPART WBR 1404.81 -- REQUISITION AND PROCUREMENT INSTRUMENT IDENTIFICATION NUMBERING SYSTEM**WBR 1404.8100 Scope of subpart.**

(a) This subpart prescribes policies and procedures for assigning identification numbers to --

(1) Requisitions;

WBR 1404.8111-1 Elements of the number.

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WBR 1404.8111-1

(a) The PIIN is a 15-digit number, excluding hyphens, consisting of alpha-numeric characters positioned as illustrated in Appendix B of this subpart and identified as follows:

(1) The first through fourth positions shall contain the Federal Information Processing Standards 95 designator "1425," which identifies the Department of the Interior, "14," and the Bureau of Reclamation, "25."

(2) The fifth and sixth positions --

(i) For solicitations shall be the last two digits of the fiscal year in which the PIIN is assigned.

(ii) For awards shall be the last two digits of the fiscal year in which the award is made.

(3) The seventh and eighth positions --

(i) For solicitations shall be the capitalized alpha code assigned to identify the solicitation type as prescribed in Appendix C of this subpart;

(ii) For reportable awards under IPDS shall be the appropriate business instrument type as prescribed in Appendix D; or

(iii) For awards of interagency agreements made pursuant to FAR Subpart 1417.5 (not reported under the IPDS), shall be the code "AA" as prescribed in Appendix D.

(4) The ninth and tenth positions shall be the first two digits of the organization code published in the Office of PAY/PERS Management Organization Description, Table 10, identifying the contracting or purchasing office issuing the business instrument. For Job Corps Civilian Conservation Centers, these positions shall contain the alpha characters which correspond to the applicable Center, as illustrated in Appendix E of this subpart.

(5)(a) The eleventh through the sixteenth positions shall be a sequentially assigned serial number of the business instrument. When multiple awards are to be made from a solicitation the sixteenth position of the PIIN shall be a capital letter. "A" shall be used for the first award, "B" for the second award, etc., (e.g., 1425-96-CP-30-00199A). Alpha letters I and O shall not be used. All serial numbers shall commence with the number "00001" and continue until the number "99999" is reached. The numbering starts again at "00001" at the beginning of each fiscal year.

(b) For transactions involving Job Corps Centers the PIIN shall be used in addition to the internal Job Corps Finance Number. The PIIN shall be used for Reclamation reporting.

WBR 1404.8111-2 Supplemental numbers.

(a) The supplemental number is a number used in addition to the PIIN to further identify a solicitation

amendment; a delivery order issued under a Reclamation contract, or a contract modification.

(b) The supplemental number shall --

(1) For a delivery order use a eighteen digit number consisting of --

(i) The PIIN number as its first 15 positions, except the seventh and eighth positions are coded "PD"; and

(ii) A sequential order number for the sixteenth through eighteenth positions (item 7 on form DI-1940) commencing with the number "001."

(2) For an amendment to a solicitation or a contract modification, use a sequential three digit number which identifies the amendment or modification (using the last three blocks in item 8 on form DI-1940; the first block shall remain blank) commencing with the number "001."

WBR 1404.8111-3 Specification numbers.

A specification number shall appear in parentheses, beneath the PIIN on the face of any solicitation or amendment or any contract or modification when the specification is developed by the Director, TSC, Construction Management,(D-8160). The specification number may also be used at the election of the CO when the specification is developed by another office.

WBR 1404.8111-4 Number registers.

(a) The CCO shall ensure that a register of all assigned PIIN's and supplemental numbers, either automated or manual, is maintained in each office which has contracting authority. For offices using the Bureau of Reclamation Automated Information Network, the PIIN and supplemental numbers are automatically generated and recorded for all acquisition transactions (except those made pursuant to FAR Subpart 17.5).

(b) The HCO shall ensure that a register is maintained to track interagency acquisitions awarded under FAR Subpart 17.5 (See Subpart WBR 1417.5).

APPENDIX A - ILLUSTRATION OF REQUISITION NUMBER

POSITION (1-2)	POSITION (3-9)	POSITION (10-14)
96	D884500	00001
Fiscal Year	Organization Code	Serial Number

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APPENDICES A THROUGH E

APPENDIX B - PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER

POSITION (1-4)	POSITION (5-6)	POSITION (7-8)	POSITION (9-10)	POSITION (11-15)
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1425	- 96	- CP	- 30	- 01990
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DOI Bureau of Reclamation	Fiscal Year	Business Instrument Type	Origin- ation Code	Business Instrument Serial No.
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APPENDIX C - TYPE OF SOLICITATION

CODE	EXPLANATION
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SOLICITATIONS

SI	Invitation for bids
SP	Request for proposals
SQ	Request for quotations

APPENDIX D - TYPE OF BUSINESS INSTRUMENT

CODE	EXPLANATION
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FOREIGN ACQUISITIONS

CX	Contract entered into for a foreign government
PX	Purchase order entered into for a foreign government

AGREEMENTS

AA	Interagency acquisitions as defined in WBR 1417.5.
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CONTRACTS

CA	Architect-engineer contract
CC	Construction contract
CK	Advisory and assistance services contract
CO	Contract incorporating a basic agreement
CP	Personal property contract (including leases and rental) but excluding real property
CR	Research and development contract
CS	Service (other than architect-engineering, construction, advisory and assistance, and research and development)
CU	Utilities contract
CL	Contract for lease of real property

PURCHASE AND DELIVERY ORDERS

PA	Orders placed with a Government agency (which will furnish the required supplies or services itself) when the contractual instrument used is a purchase order, OF form 347 or Reclamation form 7-711 (e.g., orders placed with Superintendents of Documents for books)
PB	Blanket purchase agreement
PD	Delivery order under Reclamation contract
PE	Order placed under another agency contract (e.g. Federal Supply Schedule Orders)
PG	Purchase order (OF form 347 or Reclamation form 7-711)
PK	Purchase order for advisory and assistance services
PO	Purchase order incorporating a basic agreement
PU	Order for utilities
PV	Oral order

APPENDIX E - JOB CORPS CENTERS CODES

CODE	EXPLANATION
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CB	Columbia Basin
CN	Collbran
FS	Fort Simcoe
MA	Marsing
WB	Weber Basin